

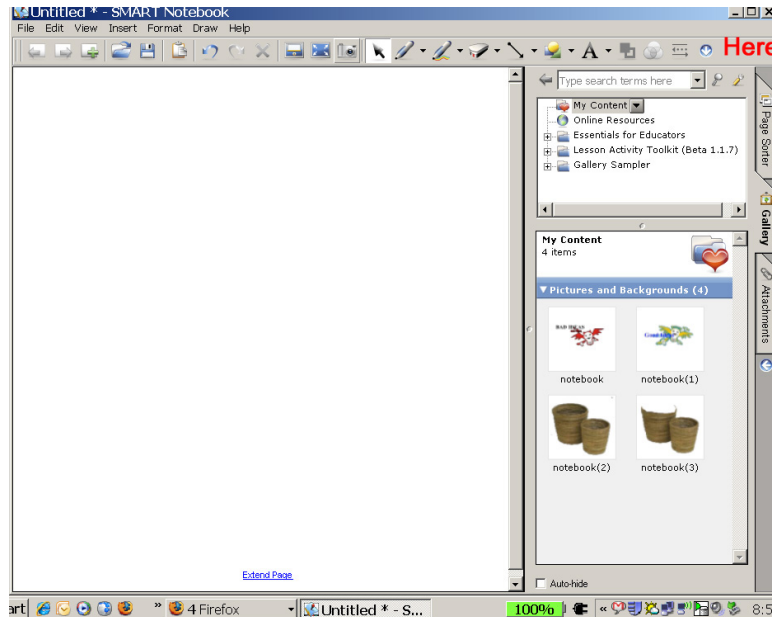
Multimedia Workshop

Professional Development – SMART Notebook Software

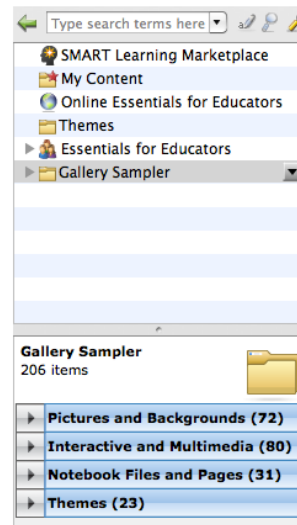
Attached, you will find an introduction on some basic aspects of the SMART Notebook software program. Notebook software is used by lots of teachers on a daily basis. Many teachers use Notebook software for basic note copying or to enlarge information for students. There are many features to the Notebook software that can be used effectively in the classroom. Participants will get the opportunity to learn what resources are already available through the Notebook Software and how to use it to fit their students' needs. Participants will also get the opportunity to view some interactive lessons that have been used in various classrooms that includes different types of multimedia and other interactive links to keep students engaged.

Notebook Lesson Activity Toolkit

The Lesson Activity Toolkit is a Gallery collection of customizable tools and templates, including activities, games and graphics that you can use to create professional-looking, interactive and engaging lessons.



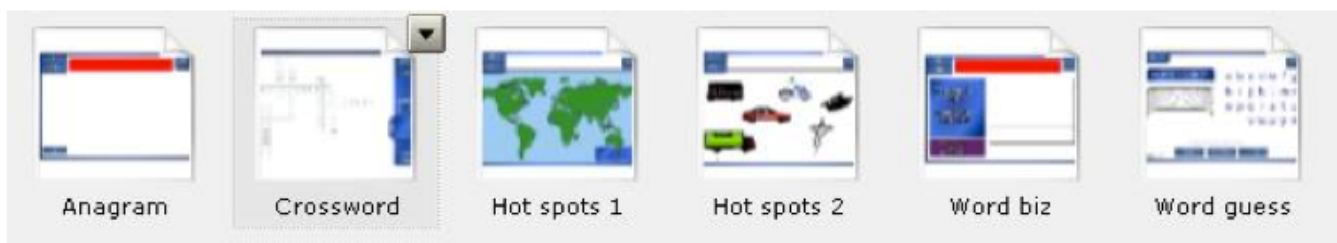
Notebook Lesson Activity Toolkit



For activity ideas, you can see the Examples folder in the Activities section of the Lesson Activity Toolkit.

To add an activity to your lesson, select a template and drag and drop the activity onto the work area. For best results, limit the number of individual Adobe Flash activities in your Notebook file to three or less. Each Adobe Flash activity template has an Edit button that enables you to customize the activity and a Help button that displays detailed instructions for building and using the activity.

Press Edit to get started. Fill in the blanks and make any selections required to set up the activity. When editing the activity, you can add text by typing in the text fields, or by dragging and dropping text into a text field from the Notebook page or another application such as word processing software or webpage.



Games

The games section of the Lesson Activity Toolkit provides game playing pieces such as cards, checkerboards, and dominoes. Adobe Flash tools are available to generate customized education games for your lessons, including crosswords, anagrams, and word guessing games. For game ideas, see the Examples folder in the Game section of the Lesson Activity Toolkit.

When editing a game, you can add text by typing in a text field, or by dragging and dropping text into a text field from the Notebook page or another application such as word processing software or a webpage. If you would like to ensure that others cannot edit your game, check the Password box, and set a password. This action can prevent participants from accidentally accessing the edit area of the activity during class.

For best results, limit the number of individual Adobe Flash games in your Notebook file to three or less. If you prefer not to use Adobe Flash-based games, some games are also available in a Notebook page format. Adobe Flash activities are identified with a blue flash symbol, and Notebook pages are identified with a folded down top-right corner paper.



Graphics

Icons and images from the Graphics folder will help you create sophisticated and engaging lessons. Title bars and pull tabs can be dragged directly onto the Notebook software page. You can add links to buttons and icons to make the lesson more interactive and engaging, and improve the flow. To add a link to an object, right-click on the object, and select Link. You can add a link to another file, a page within the current file, an Internet site or an attached file.

To modify the text included in a graphic, select the graphic, and select Ungroup from the graphic's drop-down menu. Once you have modified the text, select the graphic and the text at the same time, and select Group from an object drop-down menu to regroup the text and the image as one graphic object.

You can also use the grouping feature to group graphics with additional images and text. For example, group a pull tab with a hint to a puzzle. Then, move the pull tab to the edge of the Notebook page so that the text is hidden until you are ready to reveal it.